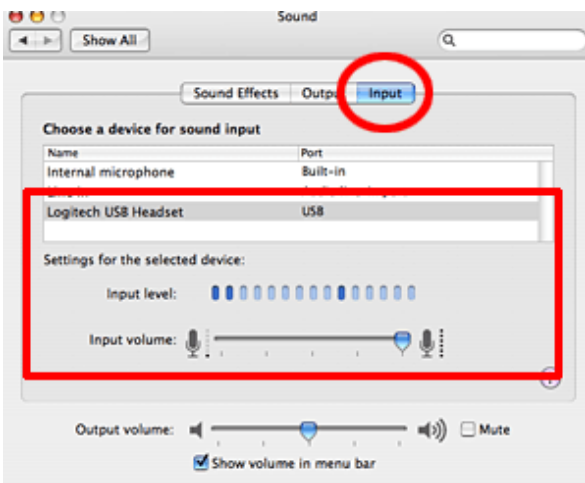
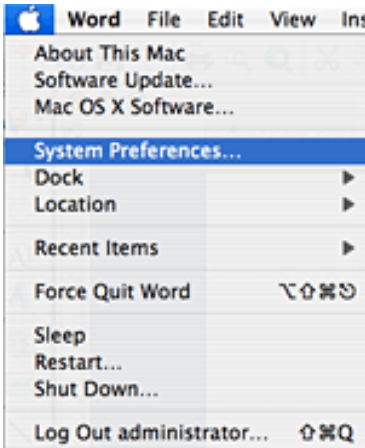


GarageBand3 Manual

Before Recording

If you are using an external microphone, plug it into the sound input (or USB input for USB microphones) and make sure that the input is set in the **Apple System Preferences**.



Your podcast recordings' sound quality will be as loud and clear as you have recorded it.

Taking care to set up your audio levels before recording will cut down the amount of time spent editing and trying to repair your sound files.

It is worth spending a little more time getting a good sound level and doing a few trial runs/tests prior to recording the final version of your podcast.

Practice speaking into the microphone and start getting used to the sound of your voice. Where do you drop 't' 's' or have extra 's' sounds? Do you say 'um' or 'er' a lot?

Set the sound level for the *loudest* level you'll be speaking or inputting sound (if possible) – this is harder to do if you are recording outside.

Finding a good microphone and fairly good headphones is also important. There are many USB microphones available on the market that enable easy cross-platform recording

If you use traditional XLR or stereo input microphones, you may need to get a USB audio booster or converter. Recording on the Apple computer using traditional, or analog microphones often has low sound level input.

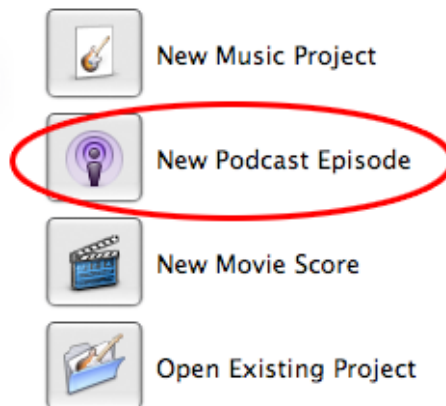
A good sound level is achieved when the blue *Input Level* reaches between the 6th and 4th blue level marker. You want to save some extra space in case of sudden, loud noises or extra, unanticipated vocal volume.

Creating Files & Setting Preferences

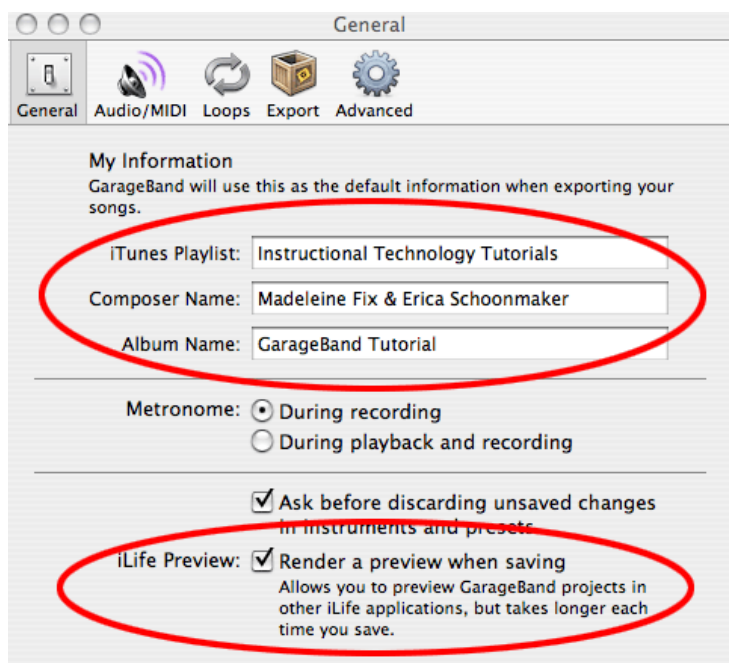
1. Launch **GarageBand** from the hard drive or the shortcut in the Apple dock:



and select **New Podcast Episode**:



2. In the GarageBand toolbar, click on **GarageBand > Preferences** to set up basic file information and export options.



In **My Information**, enter a **Playlist** name, a **Composer (Artist/Author)** name and an **Album, or project**, name. This information will help you to locate your file in iTunes when you mix down your file.

If you are recording MULTIPLE files for one course project, **keep the composer name the same; i.e.; BARUCH COLLEGE, COURSE XX, SEMESTER/YEAR, INSTRUCTOR. iTunes creates and organizes folders according to Composer Name > Album Name (inside Composer/Artist Folder).**

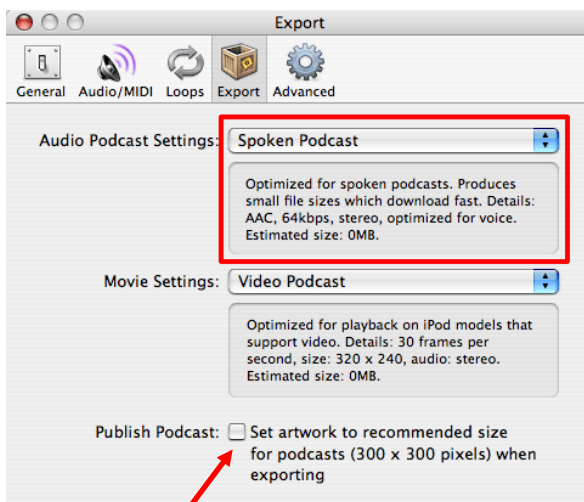
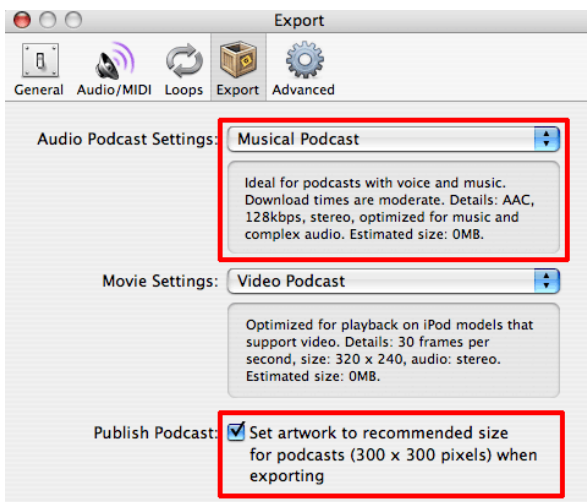
The **iLife Preview** allows you to use your project in other GarageBand projects. It adds a good amount of time to the file saving process, but can be useful if you want to re-use more than one GarageBand project in a new project.

When you input information into the the **General** preferences in GarageBand, you are creating **metadata** that describes and identifies your file for students and other users. **Metadata is an important academic podcasting component – it lets your students and audience know what content contains and who made it when the content is shared over the internet.**



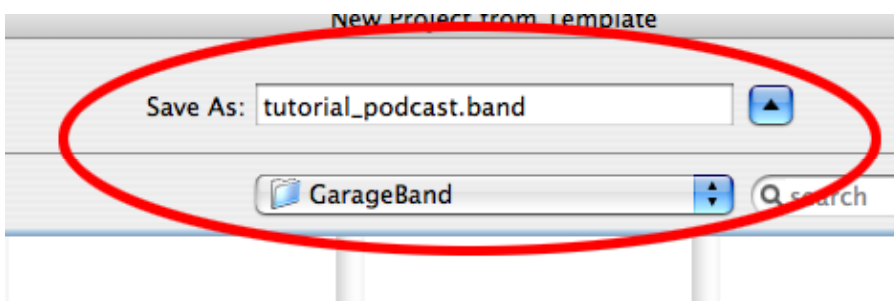
Double-check your **Audio Input** settings in the preferences to ensure that your audio is coming into GarageBand from the correct input source.

The **Export** settings should be set to **Musical Podcast** or **Spoken Podcast**. The latter creates a smaller file, but compresses the file more – resulting in a more ‘tinny’ sound. A slightly larger, but more robust, sound file is preferable to providing a tinny one because “listenability” is key to sound communication.



If you are making an **enhanced (image-based) podcast**, you may want to set the image to 300 x 300 pixels. This is a relatively small image and is not entirely necessary – iTunes can now display larger images.

3. Save your project using the GarageBand toolbar (**File > Save As**).
4. Give your project a name that is **short** but **describes** your podcast. A good file naming convention is to use lowercase characters with underspacing between the words.



5. Choose a location on your computer where you want to save your project. **The default location is the MacintoshHD/Users/administrator/Music/Garageband folder**, and saving the file in this default location will work best with iTunes for future file conversion processing.

You can also save your project to any location on the hard drive or desktop of the Apple workstation.

The Recording Process

Podcasting releases your file “into the wilds” of downloadable media files, particularly if you are using an internet searchable weblog (blog). This is why it’s important to describe your file and have your students describe their files with audio cues and/or visual “bumpers” (a graphic that contains titles or other Baruch College descriptions). This may seem extraneous, but it will help to identify your project as Baruch College coursework (if you are working with students) and otherwise identify your file years down the road, wherever and however the file is used. You’ll be doing this again in the *Podcast Track*, and then once more when you upload your file to the weblog.

Now that your project is open, let’s take a look at the tracks. Your project will start with the following default tracks:



- The **Podcast Track** is where you will be adding any images for enhanced podcasting and important file meta tag information.
 - The **Male Voice** and **Female Voice** tracks are for recording voices and have default vocal effects applied.
 - The **Jingles** and **Radio Sounds** track are for adding extra sound effects for your Podcast.
 - You do not have to use every track that GarageBand creates and you can delete tracks.
 - You can change track effects and you can also add more tracks.
- To add a new track, select the “+” button beneath the tracks. A **New Track** dialogue box will appear. Select **Real Instrument** and then press the **Create** button. A new track appears underneath the **Radio Sounds** track.



Voice Recording

1. First, choose a track to record on. If you are recording a male voice, click on the **Male Voice** track, and if you are recording a female voice, click on the **Female Voice** track. Make sure your selected track has turned blue and that you can see the red dot. These confirm that the track is ready to record.
2. **Set Levels** for the track you are recording on dragging on the audio level slider to the level (gate) to which you want to monitor the green signal levels on the track itself. The sound levels are green, yellow and red – like traffic lights, you want to avoid the yellow and red levels. Red levels will “fuzz out” because the gain (sound signal strength) is too high.



- To begin recording on your selected track, press the **record** button. When you are finished recording, press the record button again.



- Now that you have recorded some sound, the track displays a visual representation of the audio and turns **purple or blue; or sometimes green** (depending on what type of audio track/sound type you have used).

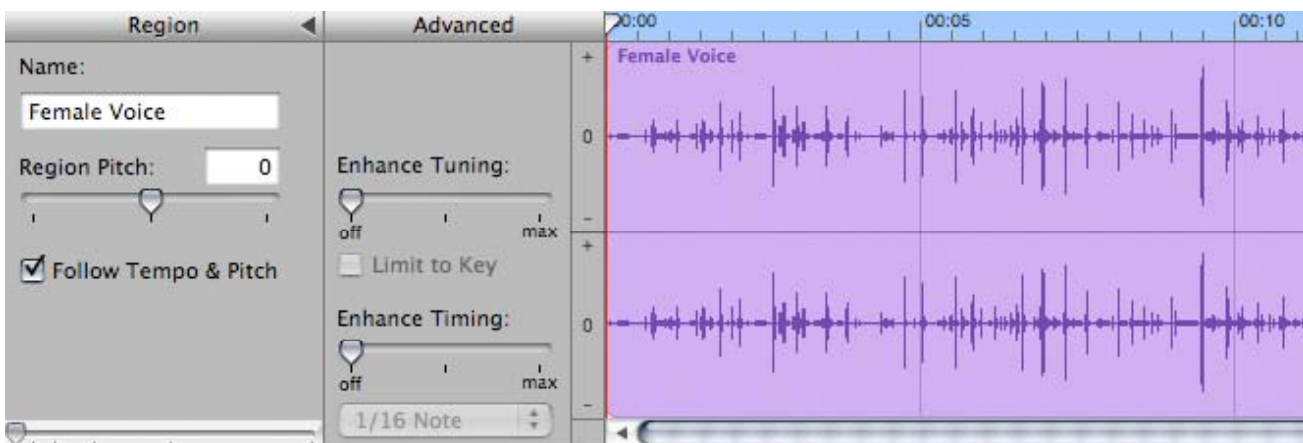


- After you have finished recording your podcast, you are ready to begin editing.

- To create multiple tracks, just repeat steps 1 – 4 by creating new tracks and recording new 'layers' of sound.**

Basic Editing

- Select the track you want to edit by double-clicking on the purple recorded area in your selected track to bring up the **Track Editor**. The **Track Editor** allows you to see the visual representation of your recording at a greater magnification. The Track Editor appears at the bottom of your screen.



- To delete a portion of your recording, highlight the portion you want to cut or erase in the **Track Editor**. The selected portion turns blue, as shown in **fig. (a)**:
- After your portion has been properly selected, click in the middle of the blue space to separate the portion from the rest of your recording, as shown in **fig. (b)**. **To delete this portion, just press the “delete” button on your keyboard, and the portion will disappear.**

fig. (a)



fig. (b)



- Now there is a blank gap in your track. You can choose to leave this space here, or to remove it. To remove the gap, select the purple section to the right of the gap and drag it over to the left until the edges of both sections meet as shown in **fig. (c)**:



fig. (c)

Adding Photos to Your Podcast

1. Gather all the photos you'd like to use and **save to a folder on the desktop**.
2. In Garageband, open the **Media Browser** (COMMAND+R) and choose "Photos" from the selections on the top.



3. Go back to the Finder, and **drag the folder of pictures into the Media Browser**.



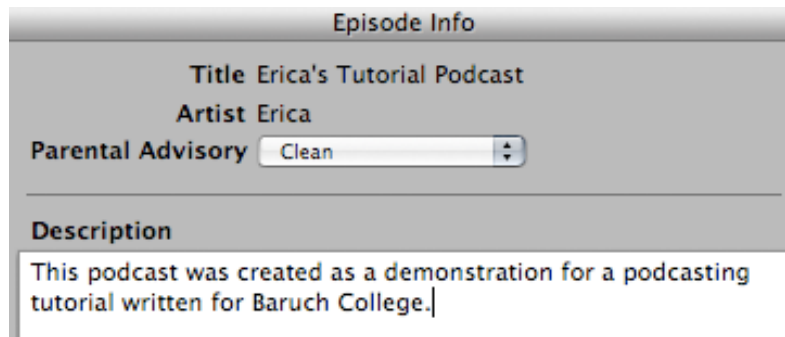
4. You can drag and drop the images into the *Podcast Track*. To do this, first select the image you want to drag over. When selected the image will have a **blue** border:
5. After you've selected it, click and hold your mouse button down and drag the image over the *Podcast Track*. Let go of the mouse button over the *Podcast Track* and the image will appear in that track, as pictured:



6. Drag as many photos into the podcast *Media Browser* and into the *Podcast Track* as you like. The final result is an **audio slideshow containing still images**. (The recommended size for the photos is 320x240 pixels at 72 dpi (dots per inch; or ppi, pixels per inch).)
7. To extend the amount of playtime that the image shows for, click and drag the image from its' right-most side in the timeline to the right. This increases the amount of time that the image is shown and allows you to sync the image to the soundtrack. To shorten the timeframe that an image is shown, click and drag from the right-most side of the image to the left. You can also move the images around by clicking on their respective grey rectangles and dragging them to different time locations in the Podcast Track.
8. Each time your image changes, a new "chapter" is created. If you double-click on the Podcast Track, you can enter Chapter Title information. Chapters allow users with video iPods to jump between sections of a podcast, which can be useful in pointing listeners to certain content areas.

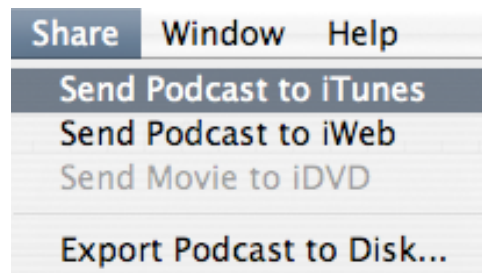
Podcast Settings

1. Your podcast is nearly complete! Now it's time to set the title, artist, and description for your podcast to send metadata (or descriptive information) for use in iTunes, Juice & mobile devices (i.e. the iPod). This is an important step in describing your podcast to listeners.
2. Metadata descriptions are entered in the **Podcast Track**. **You must be working with a New Podcast Episode in GarageBand to enter this metadata (Music Projects and Movie Scores do not contain this input area)**. Double-click on the **Podcast Track** and the **Podcast Preview** and **Episode Info** boxes appear on the right-hand side of your screen.
3. In the **Episode Info** field, click the **Title** box and input a title for your podcast.
4. In the **Artist** field, enter the name(s) of the podcast author.
5. The Parental Advisory box is for content that might be placed in the iTunes publicly searchable directory & can be left blank (or set to "clean").
6. The **Description** box is where you will type a longer description of your podcast:

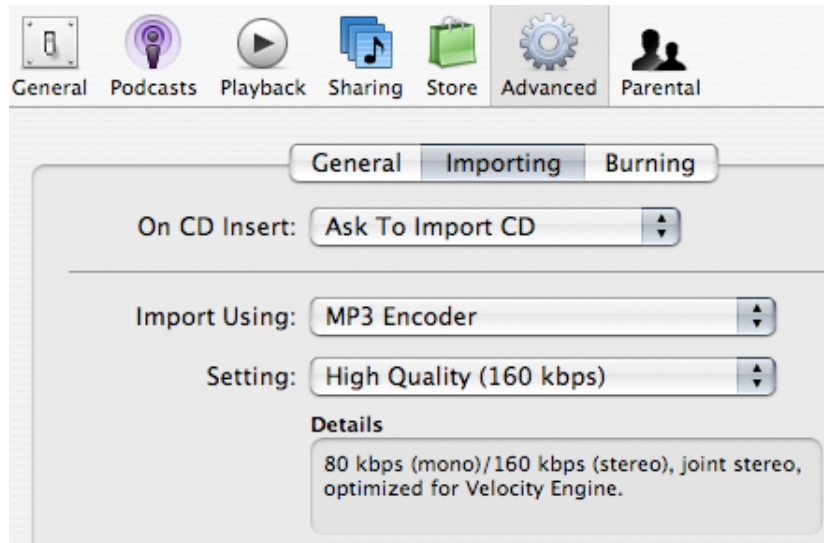


Exporting Your Podcast

1. Now you are ready to export your podcast. Select **Share > Send Podcast to iTunes** from the menu bar. Garageband automatically mixes down your podcast and converts it to AAC format. AAC format is an Apple file format. You will want to change this in iTunes by converting to an .m4a file.
2. As an alternative, you can select **Export Podcast to Disk**. **This is a better option if you are uploading your cast to a weblog space**. This will simply output your file to a location on your hard drive as a **.m4a** file. An .m4a file is AAC encoded as a podcast file. You won't have to do anything more to it if you want to send the file out as an .m4a. **HOWEVER – please note that Windows Media Player doesn't play these types of files! Alternatively, you can (by hand) change your .m4a file to read filename.m4b. This is called an 'audiobook' file and is also an iPod/iTunes format.**
3. Your podcast appears in iTunes as a **Playlist** – with the name that you set in the **GarageBand Preferences**.
4. If your **podcast doesn't contain any images, you should convert it to an MP3 file in iTunes**. (If your podcast does contain images, it *cannot* be converted.) To do this, launch iTunes and find your podcast file in the **Music Library**.



5. Open the **Preferences** pane in iTunes by selecting **iTunes > Preferences** from the top menu bar. Next, click on the **Advanced** tab, and underneath that select the **Importing** tab. Make sure you have the following settings (there are also higher settings you can use, as well as lower settings. The settings here are high, but in the middle).



6. Click OK and return to your podcast in iTunes. In the iTunes Toolbar, click on **Advanced/Convert Selection to MP3**. You want to use an .mp3 file because it is cross-platform, open-source and supported by more mobile audio devices than are AAC files.

